

NPDES PROGRAM

I. Permit Application Processing Procedures

A. Permit Application Management

1. Distribution of program information and requirements
2. Receipt of applications
 - a. Review for completeness and determination of need for additional information
 - b. Accounting of application
 - c. Management of filing fees
 - d. Notification to the applicant of receipt of completed application
 - e. Provision for security of classified information.
 - f. Procedures for obtaining legal interpretations of permit application requirements
 - g. Procedures to ensure applicant compliance with the State environmental quality act

B. Development of Draft Permits

1. Provisions for general conditions
2. Provisions for special conditions
 - a. Effluent Limitations
 - (1) Interim
 - (2) Final
 - b. Monitoring requirements
 - c. Implementation schedule
 - d. Reporting requirements
 - e. Other special conditions
3. Inspection of applicant's facilities
4. Maintenance of expertise on guidelines for BPCTCA, CATEA, BADCT, pretreatment, toxic standards, etc.
5. Review of draft permit by the State

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*Proposed on this
Hearings NPDES
Submitted*
File 8/5/4

- a. Waste load allocations and water quality standards
 - b. Basin plans
 - c. Facilities plans
 - d. Zone of mixing
 - e. Legal requirements
6. Review of draft permit by EPA
 7. Review of draft permit with applicant
- C. Public Notice of Proposed Permit Issuance or Denial
1. Preparation of public notice
 2. Development of mailing lists
 3. Development of fact sheet
 4. Review of comment
 5. Re-notice procedure for any substantive change in the draft permit due to public input.
- D. Public Hearing
1. Define criteria for determining need for public hearing
 2. Public notice of public hearing
 3. Development of mailing lists
- E. Permit Issuance
1. Review and approval by State
 2. Review and approval by EPA
 3. Notification and distribution of issued permit
 4. Procedures for appeal of permit condition

II. Permit Compliance Monitoring and Enforcement

A. Compliance Monitoring

1. Review of compliance with permit conditions
2. Monitoring of discharge
 - a. Inspection of facility
 - b. Sampling and analysis of effluent

3. Notificati of permittee of non-compliance

4. Verification of non-compliance

B. Enforcement Procedures

1. Enforcement guidelines identifying appropriate action for various non-compliance actions.

2. Enforcement actions for non-filers

a. Identification and accounting of non-filers

b. Notification of filing requirements

c. Verification of discharge

3. Procedures for case development

4. Procedures for case referral

III. Other Functions

A. Assistance for Federal Facilities Compliance

1. Review of draft permits prepared by EPA

2. Assistance for compliance monitoring

3. Referral of permit violation to EPA

C. Accomplishment Plan

1. Define general six-month work plan

2. Develop procedures for monthly commitment and progress reporting:

a. Permit issuances and re-issuances

b. Compliance monitoring evaluations

c. Site surveys (walk-throughs)

3. Progress reporting

a. Report of monthly accomplishments

b. Development of monthly commitment for succeeding month

c. Quarterly non-compliance report [40 CFR 124.44(d)]

4. Quarterly up-date of six-month plan

IV. Resources To Implement NPDES

A. Manpower Requirements

1. Permit processing
2. Compliance monitoring and enforcement
3. Laboratory analysis
4. Legal assistance
5. Need for IPA

B. Financial Requirements

1. Staff salary
2. Equipment and field monitoring support
3. Public participation support

C. Functional Organization